



UNITED STATES MARINE CORPS

2D MARINE AIRCRAFT WING
U. S. MARINE CORPS FORCES, COMMAND
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WgO 5213.6B

ADJ

JAN 29 2008

WING ORDER 5213.6B

From: Commanding General, 2d Marine Aircraft Wing
To: Distribution List

Subj: FORMS MANAGEMENT PROGRAM

Ref: (a) SECNAV M-5213.1
(b) SECNAV M-5214.1
(c) MCO 5213.7C
(d) DoD 7750.7-M
(e) SECNAVINST 5211.5E

1. Situation. To implement policy and provide guidance for managing forms at 2d Marine Aircraft Wing (2d MAW) and subordinate commands.

2. Cancellation. WgO 5213.6A.

3. Mission

a. Per references (a) and (b), Headquarters Marine Corps has established a Forms Management Program. Guidance for establishing a local forms management program is provided in reference (c) in accordance with Privacy Act guidance in reference (e).

b. All 2d MAW Forms must be submitted to the 2d MAW Adjutant for approval. However, prior to submitting the form, the section requesting the new form will ensure that there are no existing similar forms made by higher headquarters, i.e., Department of Defense (DD) Forms, Navy Marine Corps (NAVMC) Forms, Navy Forms, Department of the Army (DA) Forms, Department of the Air Force (DAF) Forms, Standard Forms (SF), Optional Forms (OF), Marine Expeditionary Force (MEF) or U.S. Marine Corps Forces Command (MARFORCOM) Forms. These forms will be used to prevent and eliminate unnecessary and duplicate forms.

c. All 2d MAW Forms must be submitted with a completed DD Form 67. Utilize the instructions contained in reference (d), chapter 3, section c, table 2.

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distribution is unlimited.

d. All forms requesting information of a sensitive nature must be approved by the Privacy Act Officer prior to final approval by the Commanding General.

e. When complete, all unclassified forms will be posted to the 2d MAW Adjutant Forms webpage.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) To eliminate the use of locally generated, redundant forms when there are other higher echelon forms available with the same information.

(b) To build and utilize the 2d MAW Adjutant Forms webpage.

(c) To minimize the cost of reproducing and maintaining local forms.

(2) Concept of Operations

(a) All general and special staff officers, commanding officers, officers-in-charge, and designated representatives are required to:

1. Ensure that all forms under their cognizance are not a duplicate of a senior form.

2. That all existing forms are required to complete their mission.

3. That all local 2d MAW forms are reviewed annually and any form not required is cancelled.

(b) 2d MAW Adjutant (Forms Manager) will provide updated information/guidance to commands in 2d MAW.

1. Review all requests for new and revised forms ensuring that they are not duplicates of higher echelon forms.

2. Ensure that all forms are reviewed annually.
3. Publish an annual 2d MAW Bulletin which contains a list of all current 2d MAW forms.
4. Maintain a file of all current approved forms and retain historical files until 10 years after cancellation.

(c) Requirements to submit a new or revised form:

1. Submit a completed DD Form 67 for each form.
2. Submit an original hardcopy and an electronic copy (if available) of the form.

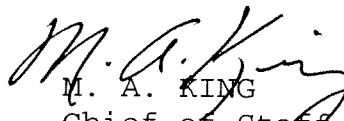
b. Coordinating Instructions. Submit recommendations concerning directives to the sponsor.

5. Administration and Logistics. Suggestions and/or concerns pertaining to this Order may be directed to the 2d MAW Adjutant through the proper chain of command.

6. Command and Signal

a. Command. This Order is applicable to all units of 2d MAW.

b. Signal. This Order is effective the date signed.


M. A. KING
Chief of Staff

DISTRIBUTION: A